



DEPARTMENT OF THE NAVY

COMMANDER  
NAVAL RESERVE READINESS COMMAND  
REGION ELEVEN  
1833 DOOLITTLE AVENUE  
FORT WORTH TX 76127-1803

COMNAVRESREDCOMREG11INST 5218.1D  
N01A

21 MAY 1999

COMNAVRESREDCOMREG ELEVEN INSTRUCTION 5218.1D

Subj: OFFICIAL MAIL MANAGEMENT PROGRAM

Ref: (a) OPNAVINST 5211.6B  
(b) OPNAVINST 5218.7  
(c) DOD 4525.8-M

1. Purpose. To establish policy for mail management procedures pertaining to this command.
2. Cancellation. COMNAVRESREDCOMREG11INST 5218.1B
3. Discussion. Reference (a) requires each command to establish Standard Operating Procedures relative to mail services and facilities of the command. Naval Air Station Joint Reserve Base (JRB) Fort Worth maintains and operates the serving Military Post Office (MPO) for its tenant commands. As authorized by reference (a), official mail is considered delivered when received from the MPO by a person authorized to open official mail for the command. This command will maintain an area for mail management functions within Command Services.
4. Definitions/Responsibilities
  - a. Official Mail Manager. The Director of Command Services is the Official Mail Manager (OMM). The OMM shall manage all postal procedures relating to the MPO with respect to Navy postal matters.
  - b. Mail Clerk. Assigned to the Command Services department, the mail clerk's primary duties are to receive, deliver, safeguard and route all official incoming and outgoing mail (including guard mail).
  - c. Mail Orderly. All individuals assigned to the Command Services department shall have the collateral duty of mail orderly. They will be familiar with the duties of the mail clerk and be able to perform these duties in his/her absence.
5. Registered/Certified Mail. Requirements and authorization for use of registered and certified mail are established in reference (b). The mail clerk shall maintain and use a PS Form 3877 for control of outgoing registered and certified mail. Various departments within the command are required to prepare all necessary postal forms prior to the mail clerk logging it on

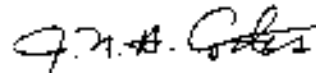
REDCOMREG11INST 5215.1D  
2 MAY 1983

the PS Form 3877. Registered and certified mail received by this command will be signed for at the MPO by the mail clerk/orderly. A DS Form 434 will be used if a chain of receipt within the command is necessary.

6. Express Mail. Established procedures and authorization for use of express mail are contained in references (b) and (c). The CMM has the responsibility of determining the authorization for use of express mail.

7. Personal Mail. Incoming personal mail will be kept to a minimum and will be hand delivered, unopened. Reasons for personal mail to be sent to this command are:

- a. Newly assigned to the command;
- b. Living in the barracks awaiting permanent housing.

  
J. N. H. COSTAS

Distribution: (REDCOMREG11INST 5216.1P)  
List A